

PRIMECARE SYSTEM USER'S GUIDE

BPHC's Integrated Data System



Bureau of Primary Health Care
11/13/2000
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Chapter 1: Introduction

PrimeCare Overview

BPHC has begun the migration of the mainframe based data system called “BHCDANET” to a client server environment application called “PrimeCare.” The BHCDANET system was developed in the 1980’s utilizing the Model 204 DBMS, and consists of an M204 application residing on the NIH mainframe. The inflexibility of M204 has led many Bureau offices to create their own databases in MS Access, which has removed the data from the integrated system. PrimeCare will become the primary data system for BPHC program activities, thus replacing BHCDANET. It will support and track medically underserved area designations; scholarship applicants; loan repayment applicants; scholar support payments; schools; sites and vacancies, to name a few.

The main goals of the PrimeCare migration project are: (1) to convert the Model 204 mainframe BHCDANET system to a client/server platform using modern technology, ie., Visual Basic 6 and SQL Server 7 (2) to integrate multiple data sources into a central information system which would allow more comprehensive analysis and reporting (3) to re-engineer business processes which are inefficient and would benefit from developments in technology.

Additionally, the new PrimeCare system is user friendly and should improve the ease and speed with which non-technical end-users can extract data for standard and ad hoc reporting. This would result in significant time savings and improve the ability of end-users to respond to quick turnaround reporting demands. Currently, non-standard reports must be coded in M204 language and tested by programmers. Other benefits of the migration to more modern technology include user friendly GUI data entry screens; a WEB interface to facilitate scholar PTIQ (Professional Training and Information Questionnaire) data submission; and improved report formats, including histograms and pie charts.

System Technical Information

The PrimeCare System is being developed using Microsoft Visual Basic 6 software and a SQL Server 7 database; it will be the repository for BPHC program data now in MS Access databases and the Model 204 DBMS. The PrimeCare MIS group (comprised of key Bureau staff knowledgeable about the business processes) was established to identify system requirements; design screens; test programmed modules; and sign off on completed modules. The group also resolves common data problems.

The system architecture is client/server based with a centralized information repository. Citrix and Terminal Server software allow users to access the PrimeCare Application located on the Central Office Server at East West Towers. The PrimeCare system will include modules for each business area.

The project methodology is rapid application development (RAD) and the system modules are developed incrementally. Users identify the data elements; design their screens for a business process and then the contractor programs a prototype. Upon user approval, edits and final programming are completed. Working modules are delivered and placed into production according to the project plan schedule rather than waiting until the entire project is complete before implementation.

PrimeCare users do not need to purchase any special PC hardware or software. A desktop PC, along with printing capability, as well as access to the LAN, (if you are a Headquarters employee); or access to the Internet, (if you are a Field Office employee), will be all that you need. Your PrimeCare Login ID and Password will be provided to you upon your request. The Citrix Client Software will be provided to your Technical Representative for installation on your PC. After the Citrix Client Software is loaded onto your PC, you will be able to access the PrimeCare application by clicking on the PrimeCare icon that appears on your PC desktop screen. Some users may have two PrimeCare icons, one called “PrimeCare Test” and the other called “PrimeCare Production.”

PrimeCare Test

The Test environment is for BPHC staff or Field Office staff who would like to “try out” or test the PrimeCare system. Any actions taken in the Test System will not affect the live production database.

PrimeCare Production

The PrimeCare Production system is available for authorized users of production modules. Any user modifications to data in the Production System are final and will affect the live database.

Security

Due to the numerous access points to the PrimeCare system, a security policy must exist to (1) restrict system access (2) provide user privileges (3) protect data integrity and (4) restrict unauthorized user modification of data.

The first level of security is a password security policy. Each user will interact with the PrimeCare system by entering an assigned User ID along with a password. The password will be a combination of at least 6 characters that are letters and numbers.

The second level of security will consist of database roles. A role is a set of privileges granted to a user based upon his/her assigned responsibilities. Each module of PrimeCare will have a “View Role” and an “Update Role.” A “View Role” will allow a person to view the data on screens; search; and run reports and lists for a particular module. An “Update Role” will allow a person to add or modify records for that module in addition to searching; viewing data on the screens; and running reports and lists.

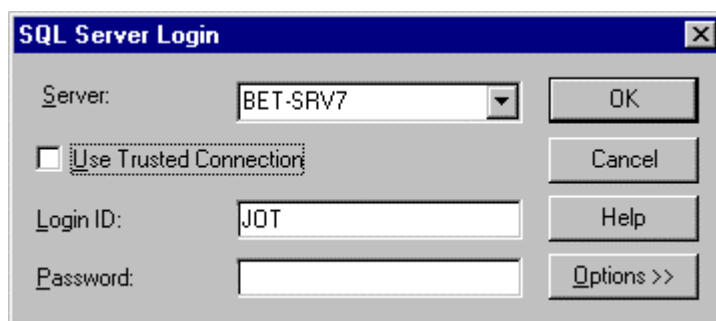
Chapter 2: Getting Started

Accessing the System

The first PrimeCare module that was entered into production is “UDS.” BPHC or Field Office staff that need access to the PrimeCare system should send an email request to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com. You will then be provided with a Login ID and Password. Your technical representative from the Networking staff will be sent instructions for installing the PrimeCare icon and Citrix client software. The PrimeCare icon is your access to all unrestricted modules in the system

Login Procedures

First click on the PrimeCare Production icon on your PC desktop screen. A logon window will pop up. The Server Name is BET-SRV7 and is already filled in. Enter your Login ID. Then press the **Tab** key and type in your password. Then click **OK**.



Upon a successful login to PrimeCare, you will be presented with the Welcome Splash Screen and then the Main Menu Screen.

The Menu Bar

The Menu Bar (gray bar) on the Main Menu Screen (name of screen on blue bar, also called Title Bar) provides initial access to all subsystem functions. When a Menu Bar item is selected, either a screen or a submenu showing additional options is displayed.



GUI Standards

For PrimeCare's graphical user interface (GUI), certain software development standards were established to provide commonality among the menu based systems. PrimeCare GUI makes use of the title bar, menu bar, pull-down menus, and icons. The Title Bar region includes a short description of the screen function, e.g., Main Menu. The Menu Bar region allows you to select functionality by clicking one of the choices presented. Menu entries are activated by the mouse. When the mouse pointer is placed over a button or a field (without clicking the mouse button), "balloon help" appears. Most screens (UDS module is the exception) have a view mode which has a green background; or an update mode which has a yellow background. Fields that are required on a screen for searches or updating have a red dot next to them. Fields that are protected and can't be changed have a blue background.

Exiting PrimeCare

To exit the **PrimeCare System**, click **Exit** from most modules or from the PrimeCare Main Menu Screen. Then click on the **Start** button and select **logoff**. To exit a **module** within PrimeCare and go to another module, click on the **Main Menu** button. (Exception - **UDS** click **File Exit**). Do **not** click on the **X** to exit a screen or you will be improperly disconnected. Note that a user will be automatically logged off PrimeCare after thirty minutes of inactivity.

Chapter 3: Where to Go for Help

PrimeCare Help Desk Technical Assistance

For any problems or questions associated with the PrimeCare system, email your name, phone number and a description of your problem, i.e., what you were attempting to do and what were the results, the module name, (include the system message if applicable) to PrimeCareHelp@netstarsys.com and the contractor will route the request to the appropriate person. Please indicate the best time to reach you along with your time zone, if other than EST. When you are logged onto the PrimeCare system, you can send an email message to the Help Desk by clicking on **Help** and then **email for PrimeCare Help**. The areas which the Help Desk support are:

- resolving software failures
- requesting system enhancements
- routine requests for information
- LOGON problems

User Guide

The PrimeCare System User's Guide is a learning tool and reference for BPHC staff. The Guide is in electronic format and can be obtained via email by contacting the Help Desk at PrimeCareHelp@netstarsys.com. As new modules are placed into production, additional chapters of the User Guide will be made available.

Training

Bureau staff can learn about the PrimeCare system at their own desk and at their convenience through the use of a state of the art training tool known as the "Screen Cam." A demonstration of the PrimeCare system is recorded as a movie and saved in the form of a program icon which the user can click on and view. The program can be sent via email and can be obtained by sending an email request to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com.

Chapter 4: Module -UDS

Business Purpose

UDS is the acronym for Uniform Data System which tracks and reports information about BPHC grant supported community health center, migrant health center, health care for the homeless, health care for homeless children, migrant health care voucher, and public housing primary care programs. UDS data is displayed in PrimeCare for the convenience of the system users and with the goal of moving towards an integrated database. Information, such as the name, address, phone number, services offered and CEO of the center/site can be displayed through PrimeCare. Patient statistics such as age, gender, race, ethnicity, socioeconomic characteristics, prevalent diagnoses, and perinatal profile can also be displayed.

Accessing and Using the UDS Module

Requests for access to the PrimeCare system can be forwarded by email to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com. You will receive your Login ID and Password. After installation of the Citrix client software and the PrimeCare icon, by your networking support staff (they will be sent the software) you are ready to get started.

Steps:

1. Close all the windows on your PC desktop.
2. Click the **PrimeCare** icon.
3. A pop up window will appear. Click in the **Login ID** field and enter your Login ID. Then click on the **Password** field and enter your Password. Click **OK**.
4. The PrimeCare Welcome splash screen will appear, then the Main Menu screen.
5. Click on the **UDS** item on the Menu Bar (gray bar).
6. Select one of the submenu items: **Basic Data about a Center**; **Reports**; or **About UDS**.
7. Clicking the “**About UDS**” menu option displays a window containing a synopsis of the UDS business area. To read, scroll the text by using the down arrow. To close, click the **X** on the blue title bar or click **OK**.
8. You can select **Basic Data about a Center**. When the UDS **Center List** Screen appears, you have many options. You can select the **year** by clicking on the down arrow and highlighting the year. You can select a **program**, or all programs by clicking on the down arrow and highlighting your choice. You can click on the captions such as City, State, Clinic or UDS# and the data will be sorted. You can select the **UDS #**, if you know it, by clicking the down

arrow and highlighting. You can double click on the name of a center and many tabs will appear on the **Center Data** Screen which will display the following data for the Center (click on the Exit Door in the upper left of your screen to return to prior screen):

Profile

Sites

Table 3 Users by Age, Gender, Race

Table 4 Socioeconomic Characteristics

Table 5 Staffing and Utilization

Table 6 Selected Diagnoses & Services

Table 7 Perinatal Profile

Table 8A Costs

Table 8B Mental Health/Substance Abuse and Enabling Services

Table 9C Managed Care

Table 9D Patient Related Revenue

Table 9E Other Revenues

9. At the bottom of the **Center Data** Screen you have the capability to view records from different years by clicking the arrows. You can note the year at the top of the screen above the Tab for Table 8A, as you click on the arrows.
10. On the **Center Data** Screen you can select the **3-Year Trends** button in the upper right corner and you will be presented with the **Center Performance** Screen. Statistics on users, finances, staff and costs over a three year period will be displayed for a center.
11. From the **Center Performance** screen you can click on the tab called **Performance Measures**. Displayed will be performance measures such as medical user growth rate.
12. Also on the **Center Performance** Screen is a **Legend** which explains the meaning of dashes, blanks, and other symbols.
13. Click on the **Exit Door** button in the upper left of your screen until you return to the **Center List** Screen. You can then click on **Reports** and a window will pop up that will list reports, such as the Perinatal Profile. Click on the **check** box to select it. Also select the **roll-up level** (Center, State, Regional or National level.) and the **year**. Note that you also can access **Reports** from the **Main Menu** Screen by clicking on **UDS** then selecting the submenu item **Reports**.
14. Click the **preview** button . It is recommended that you preview the report before printing it. It is also recommended that you do not select all the reports as your printer may not be able to handle the load.
15. The Reports that can be selected are:
 - Users by Age and Gender
 - Users by Race/Ethnicity/ Language
 - Socioeconomic Characteristics
 - Staffing and Utilization
 - Selected Diagnoses and Services
 - Perinatal Profile

Financial Costs
Mental Health/Substance Abuse and Enabling Services
Managed Care
Patient Related Revenue
Other Revenues

16. To exit the **UDS module**, click **File Exit** from the **Center List** screen. Click **Exit** from the PrimeCare Main Menu screen to exit the PrimeCare System. Then click **Start, Logoff**.

Uniform Data System - [Center List]

File

Reports *Center List*

Locate UDS: 100020

Filter By: Program: Year: 1998

Click on a Column Heading below to Sort the Center List by that field

UDS #	Center	City	ST	Program Participation					
				CH	MH	PH	HO	HC	MV
100020	Anchorage Neighborhood Health	Anchorage	AK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102270	Interior Neighborhood Health Ctr	Fairbanks	AK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
041960	Birmingham Hlth Care For The Hom	Birmingham	AL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
040070	West Alabama Hlth Services, Inc	Eutaw	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
042830	Tri County Medical Center Inc	Evergreen	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
044120	Etowah Quality Of Life Cncl, Inc	Gadsden	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
048190	Central North Alabama Hlth Svcs	Huntsville	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
044700	Mostellar Medical Clinic	Irvington	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
047080	Fam Oriented Primary Hlth Care	Mobile	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
044710	Franklin Memorial Primary Health	Mobile	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
040130	Health Services, Inc.	Montgomery	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
042180	Southern Rural Health	Russellville	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
045710	Jackson Co. Rural Health Proj	Scottsboro	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Arrows Below to Select Center

Record: 1 of 694 (Filtered)

09/21/2000 11:04 AM

UDS Training

If you would like the latest state of the art training for the UDS module, which you can do at your convenience, and at your desk, please send an email requesting the UDS Screen Cam to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com.

Chapter 5: Module –MUA/P

Business Purpose

MUA/P is the acronym for Medically Under served Areas/Populations. It is a shortage designation based on criteria established to identify geographic areas or population groups with a shortage of primary health care services. The MUA/P designation is a prerequisite to requesting grant awards to plan, develop, and operate a community health center under Section 330 of the Public Health Service Act. The PrimeCare System will (1) display data about a designation; all the designations in a state, or a region, or a county; (2) allow the new designation of an MUA/P by a DSD approver (3) provide preformatted reports which the user can view or print (4) allow the user to save selected data to a file on their PC via an extraction capability.

Accessing and Using the MUA/P Module

Requests for access to the PrimeCare system can be forwarded by email to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com. You will receive a Login ID and Password. After installation of the Citrix client software and the PrimeCare icon, by your networking support staff (they will be sent the software) you are ready to get started.

Steps:

1. Close all the windows on your PC desktop.
2. Click the **PrimeCare** icon.
3. A pop up window will appear. Click in the **Login ID** field and enter your Login ID. Then click on the **Password** field and enter your Password. Click **OK**.
4. The PrimeCare Welcome splash screen will appear, then the Main Menu screen.
5. Click on the **AREAS** item on the Menu Bar (gray bar).
6. Select the submenu item: **MUA/P** which represents medically under served area or population.
7. Then select one of the submenu items: **Update/View; New Designation; Reports; Extraction; or About MUA/P**.

UPDATE VIEW

8. If you select **Update/View** you will be presented with a screen on which you can make several selections.

9. Most users will be authorized to “**view only**,” and a **green** screen will display. (The **yellow edit screen** allows **only** authorized users to change or update data for MUAs.)
10. There are four fields displayed (1) **MUA/P ID** (2) **Region** (3) **State** (4) **County**
If you know the **MUA/P ID** you can click on the down arrow and **select** it; then click on the **binoculars**. The designation data will then be displayed. Some fields that you may not be familiar with are: MCD Name represents minor civil division name, a subcounty area; IMU score is the abbreviation for Index of Medical Underservice . The IMU scale is from 0 to 100, where 0 represents completely under served and 100 represents best served or least under served An index of 62 or less qualifies for designation as an MUA. A **blue** background in a field represents protected data which cannot be changed. **Red dots** next to field names represent required fields, where data must be entered by an authorized user in the edit mode.
11. If you do not know the MUA/P ID, you can click on the **Region**, select a **number**, then click on the **binoculars**, and all the MUA IDs for that region will display in a grid. By double clicking on an **MUA ID** in the grid, the data about the designation will display.
12. If you select a **State or County** and click on the binoculars, you can view all the MUA IDs in a state or county. By double clicking on one **MUA ID**, you can then view the designation data.

13. Click **Quit** to clear the data from the screen and make another selection. You can click the **Main Menu** button when you are finished viewing the MUAs.

NEW DESIGNATION

14. If you are a user with Update privileges and would like to add an MUA designation from the Main Menu screen, select **Areas, MUA/P, New Designation**.
15. Use the pull down arrow and select the **Service Area Type**. Then click on the **binoculars**.
16. The system will require that you make selections by either double clicking on the **state name**, e.g., Alabama, or highlighting Alabama and clicking on the right arrow. Complete the Service Area Name; the Designation Type; Designation Date; and IMU Score at the bottom of the screen. Click **Next** and follow the instructions in the pop-up message box. Then click **Finish**.
17. If you would like to return to the Main Menu to perform another task in PrimeCare click on **Main Menu**.

REPORTS

18. Click on **Areas**, then select the **MUA/P** and **Reports** submenu items.
19. In order to obtain a report, select/enter any one or combination of the **criteria** and click on the **binoculars**. To erase data, click **QUIT**. If you receive no results, then you have selected conflicting criteria. For example, if you select the MUA/P ID of 02114 and a Designation Date greater than 01/01/2000, you will not obtain any report, since 02114 MUA/P was designated 10/28/1994.
20. When the report displays on the screen, you can change the size of the display by clicking on the **down arrow** at the top of the screen and selecting **75%**, etc., rather than the 100% that displays. If you are looking for specific data on the report, you can type the word or character string in the box next to the binoculars and then click on the binoculars. The system will take you to the word and draw a red box around it. For the next occurrence of the word, click on the binoculars again.
21. If you would like to print the report, click on the **printer icon** at the top of your screen. There are other buttons at the top of your screen, and if you move your mouse pointer over them, balloon help or tool tips will appear.
22. If you wish to close the report, click on the **X** that is on your screen, which lines up with the blue title bar called Report Viewer.
23. You will then be returned to your selection criteria screen and you can run another report. Click **QUIT** to clear data from the screen.

EXTRACTION

24. The system has an Extraction feature which provides the user with the capability to select data and import it to a file on their c: drive. Click on **Areas**, then **MUA/P**, then **Extraction**. Select the fields by double clicking on field names in the **field name** box at the top left of your screen. You can also highlight the field and click on the right arrow. Then choose the **selection criteria** which are **under** the field name box. Note that in order to choose a selection criteria from the drop down list box such as Region, the field name “region” must have been selected in the field name box. Note that if you select conflicting criteria, there will be no results. For example if you select MUA/P 00002 and Region 1, you will get no results, because MUA 00002 is in Region 4.
25. In order to export the data to a file on your c: drive, click on export. A pop-up window will display for you to select **C\$ on client C**. Double click on a folder and click **Save**.

ABOUT MUA

26. To find out more about the MUA/P process click **Areas**, then **MUA/P**, then **About MUA/P**. To read, scroll the text by using the down arrow. To close, click the **X** on the blue title bar or click **OK**.

MUA Training

If you would like the latest state of the art training on the MUA/P module, which you can do at your convenience, and at your desk, please send an email requesting the MUA/P Screen Cam to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com.

Chapter 6: Module –Clinical Initiatives

Business Purpose

The business purpose of this module is to provide the results of collaboratives and clinical initiatives to the BPHC community.

Collaboratives are partnerships between health care centers and organizations at the local, state or national level. The Collaboratives' health center teams develop an aim or an explicit statement summarizing what the team hopes to achieve through employing an evidenced-based care model, an improvement model and a learning model.

The population evidence-based care model relies on knowing which patients have an illness or need preventive services, assures delivery of evidenced-based care, and actively aids patients and families to participate in their own care. This care model is complemented by an improvement model based on the science of improvement that begins with rapid small scale tests and expands to implementing and spreading positive change throughout a whole system.

Most importantly, health center teams learn and implement these models with other centers, engaged faculty, cluster information specialists and cluster directors through a yearlong learning process, called a Collaborative. The long-range goal of, for example, the asthma collaborative is to maximize the length and quality of life for patients with asthma and to satisfy patient and caregiver needs, while maintaining or decreasing the total cost of care. This will be achieved by implementing a system-wide model of care that is population based and ensures that evidence-based care is provided in patient centered interactions. The model links the health system with necessary community resources and focuses on leadership and organizational support, strong self-management support, decision support, delivery system design, and clinical information systems.

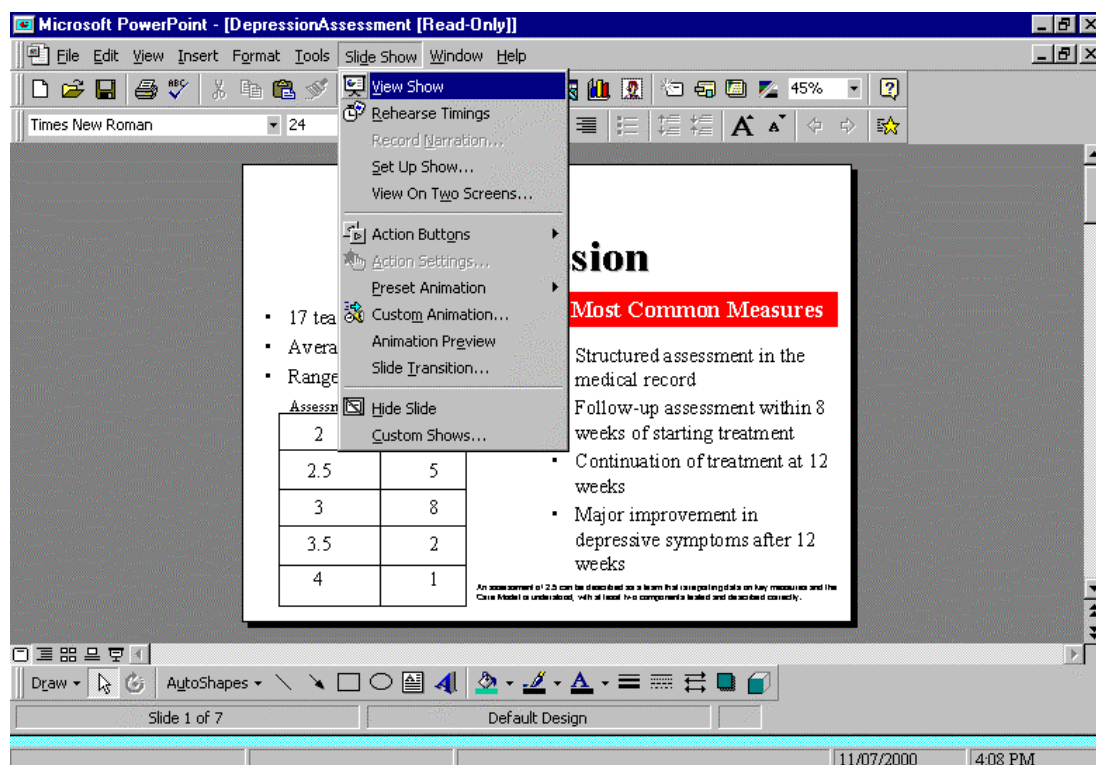
Accessing and Using the Clinical Initiatives Module

Requests for access to the PrimeCare system can be forwarded to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com. You will receive your Login ID and Password. After installation of the Citrix client software and the PrimeCare icon, by your networking support staff (they will be sent the software) you are ready to get started.

Steps:

1. Close all the windows on your PC desktop.
2. Click on the **PrimeCare** icon.
3. A pop up window will appear. Click in the **Login ID** field and enter your Login ID. Then click on the **Password** field and enter your Password. Click **OK**.
4. The PrimeCare Welcome splash screen will appear, then the Main Menu screen.

5. Click on the **Clinical Initiatives** item on the Menu Bar (gray bar).
6. Select one of the submenu items: **Collaboratives**; or **Initiatives**.
7. Clicking the “**About**” menu option displays a window containing a synopsis of the Collaboratives or the Initiatives. To read, scroll the text by using the down arrow. To close, click **File; Exit**.
8. You can select **Clinical Initiatives ; Collaboratives; Bi-Monthly Reports** . The October Report on the Asthma Collaborative will display.
9. You can select **Clinical Initiatives; Collaboratives; Analysis/Presentations** and then view the presentations for Diabetes 1999; Diabetes 2000; Asthma 2000; Depression 2000. Select **Depression 2000** as an example. A Microsoft PowerPoint presentation displays. At the top menu select **Slideshow; View Show** and hit the enter key to move to the next screen. When the presentation is completed, click **File; Exit**. The Diabetes 1999 and 2000 presentations are Excel spreadsheets. You can close them by clicking **File; Exit**.
10. You can select **Clinical Initiatives; Initiatives; Analysis/Presentations; Together for Tots**. A PowerPoint presentation will display. At the top menu select **SlideShow; View Show** . When completed, select **File; Exit**.



Clinical Initiatives Training

If you would like the latest state of the art training on the Clinical Initiatives module, which you can do at your convenience, and at your desk, please send an email requesting the Clinical Initiatives Screen Cam to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com.

Chapter 7: Module –HCFA WAIVER

Business Purpose

The HCFA Waiver module is a tracking system used by HRSA and OPPD to track Medicaid Managed Care Waivers. HCFA has the authority to “waive” certain statutory requirements so that a State can, for example cover certain benefits or eligibility groups that would not otherwise be covered under Medicaid. HRSA has the opportunity to review and submit comments to HCFA regarding the effect of the waivers on HRSA programs.

Accessing and Using the HCFA Waiver Module

Access to this module is restricted. Send an email request to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com if you need access to this module.

Steps:

1. Close all the windows on your PC desktop.
2. Click the **PrimeCare** icon.
3. A pop up window will appear. Click in the **Login ID** field and enter your Login ID. Then click on the **Password** field and enter your Password. Click **OK**.
4. The PrimeCare Welcome splash screen will appear, then the Main Menu screen.
5. Click on the **HCFA Waivers** item on the Menu Bar (gray bar).

CREATE

6. Select the submenu item **Create** to create a tracking record for a new HCFA waiver. Complete the basic information making sure to fill in the required fields next to the red balls. Click on the **Save** button. Click on the **Main Menu** button to return to the PrimeCare Main Menu Screen.
7. Click on the **Tracking Info** Tab and enter the data into the fields as it becomes available. Click on the **Save** button.
8. Click on the **Main Menu** button to return to the PrimeCare Main Menu and select another module. Or click on **Exit** to exit the PrimeCare system.

UPDATE VIEW

9. If you select **Update/View** you will be presented with a screen on which you can make a selection, for example Type of Waiver 1115, and then click on the **binoculars**. All of the

waivers of that type will display. You can then double click on one waiver and the Basic Info and Tracking Info will appear. Any fields with a light blue background are protected and cannot be changed. Click **Save** if you have updated data. Click **Quit** to clear the form. Click the **Main Menu** button to return to the **PrimeCare Main Menu** Screen.

10. If you select **HCFA Contact ; Create** you will be presented with a screen that will request that you enter the **last name**, **first name** and **phone number** of the contact. Click **Save**, to record your entry.
11. If you select **HCFA Contact; Update** you will be presented with a screen that will allow you to search for the record you wish to update. For example select a **last name** and click on the **binoculars**. Click **QUIT** to erase the data from the screen.
12. If you select **HCFA Waivers; Email Address ; Create** you will be presented with a screen that will allow you to create email addresses.

REPORTS

13. If you select **HCFA Waivers; Reports** you will be presented with a criteria selection screen.. In order to obtain a report, select any combination of the criteria . If you receive no results, you have selected conflicting criteria. For example if you select the ID number of **8** and the Waiver Description **Modification**, you will get no results since the Waiver Description is Amendment.

14. When the report displays on the screen, you can change the size of the display by clicking on the down arrow and selecting 75%, etc. If you are looking for specific data on the report, you can type the word or character string in the box next to the binoculars and then click on the binoculars. The system will take you to the word and draw a red box around it. For the next occurrence of the word, click on the binoculars again.
15. If you would like to print the report, click on the **printer icon** at the top of your screen. There are other buttons at the top of your screen and if you move your mouse pointer over them, balloon help or tool tips will appear.
16. If you wish to close the report, click on the **X** that is on your screen that lines up with the blue title bar called Report Viewer. If you wish to return to the Main Menu Screen click on the **Main Menu button**. If you wish to exit the PrimeCare system, then click on **Exit**.

HCFA WAIVER Training

If you would like the latest state of the art training on the HCFA Waiver module, which you can do at your convenience, and at your desk, please send an email requesting the HCFA Waiver Screen Cam to the PrimeCare Help Desk at PrimeCareHelp@netstarsys.com.